



Job Opportunity

State Controller's Office

This vacancy is subject to internal Post and Bid appointment.

Position: Office Assistant (General)

Statewide

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: October 30, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, (916) 323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-641-1441-013

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of a Principal Claim Auditor, the incumbent will perform clerical functions within the Operations Bureau, as it relates to the processing of claim correction letters and claim schedules. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review the claim correction letters for mathematics, grammar, and spelling, prior to distribution to State agencies.
- Process the transfer letter claim schedules.
- Assist the Receiving and Release Units by keying the information contained on the facesheet of the Claim Schedule (Form 218(e)) into the Claim Tracking System.
- Operate office copying machine and purge files.
- Compile daily and monthly Operations Bureau's statistics and process daily and monthly reports.
- Act as backup to other areas in the office support unit.
- Assist in telephone inquiries pertaining to specific claims on a computer tracking system.

Desirable Qualifications

- Punctual
- Dependable
- Ability to multi-task

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls